

17 OCTOBER 2025

TO: ALL PRACTITIONERS

DIRECTIVE: APPLICATIONS FOR DEFAULT JUDGMENT AND SPECIAL INTERLOCUTORY ROLLS BEFORE THE HONOURABLE JUSTICE MANAMELA AJ

20 OCTOBER 2025 to 24 OCTOBER 2025

1. All matters to be heard in open court. The court in which the matters will be heard will be reflected on the day roll which is circulated daily.
2. Court and the hearing will commence at 10h00.
3. Introductions are to take place at 09:45 in chambers _____.
4. Removals and postponements will be called first.
5. Matters on the SIC roll will thereafter be called (according to seniority).
6. Matters on the default judgment roll will be called after the SIC roll (according to seniority).
7. A separate section must be created on Caselines named DEFAULT JUDGEMENT which must contain the following:
 - 7.1 Practice note
 - 7.2 Heads of argument
 - 7.3 Compliance affidavit
 - 7.4 SIC (TIC) order
 - 7.5 Proof of service of the SIC (TIC) order
 - 7.6 Application for default judgment
 - 7.7 Proof of service of the application for default judgment
 - 7.8 Notice of set down of application for default judgment, with proof of service
 - 7.9 Pleadings
 - 7.10 Merits documents

7.11 Expert reports

7.12 Rule 38 application

7.13 Past medical expenses schedule (if applicable);

7.14 Contingency fee agreement (if applicable);

7.15 Draft order.

8. Draft orders to be uploaded onto CaseLines. One hard copy of the draft court order will also be required.
9. Complete details of the parties' representatives (including Counsel), Acting Judge's name, date of hearing, mode of hearing, the number on the roll, correct case number and court number must be included in the draft order.
10. Details of the Road Accident Fund must also be included in the draft order, i.e. claim's handler and claim / link number (if available).
11. Notices of removals, postponements, settlements must be brought to the attention of our office forthwith by a Widely Shared Note on CaseLines and emailed to Ms Rikhotso at ERikhotso@judiciary.org.za.
12. The following disclaimer should be included in every draft order:

This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or his/her Secretary. The date of this Order is deemed to be _____.

We trust that you will find the above in order.

Kind Regards,

Esther Rikhotso
Secretary to The Honourable PN Manamela AJ
012 492 6877

